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## Auburn University Job Description

Job Title: **Instruction Coord, EAGLES**

Job Family: No Family

Job Code: **CA39**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

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### Job Summary

Reporting to the Director of the Eagles program, the EAGLES Instruction Coordinator develops, implements, and evaluates student-focused instruction and services for the Education to Accomplish Growth in Life Experiences for Success (EAGLES) program. The EAGLES Instruction Coordinator will be responsible for instructing students with intellectual disabilities. Coordinates and implements the Warm Hearted Individuals Nurturing Great Success (WINGS) peer mentor program to support the EAGLES students while enrolled at Auburn University.

### Essential Functions

1. Develops and implements innovative instructional coursework with accompanying content and evaluating materials for EAGLES students.
2. Coordinates, plans, and attends the daily activities for the EAGLES student and peer mentors. The EAGLES Instruction Coordinator will give guidance to the peer mentors to instruct the EAGLES students across all domains of their life while enrolled at Auburn University,
3. Develops and conducts in-service trainings for WINGS peer mentors which includes program design, delivery, and coordination.
4. Advises and meets with EAGLES students to define needs using person-centered planning techniques.
5. Collaborates with Auburn faculty and staff for EAGLES program activities to ensure accommodations and program modifications are in place for full inclusion of the EAGLES students.
6. Assists in the development of marketing plans and publicity materials for distribution to target audience.
7. Develops and maintains the database and/or website related to a specific activity, project, or service for record keeping and program enhancement.
8. Assists in the planning and implementation for EAGLES Program events.
9. Performs other duties as assigned.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Collaborative Special Education, Psychology, Counseling or relevant field
<b>Experience (yrs.)</b>	2	Experience in teaching students with intellectual disabilities and developing programs for students with intellectual disabilities.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of teaching and developing a transition program for students with intellectual disabilities. Knowledge in special education policies, laws, and current research trends in the field of transition and inclusive higher education programs. Knowledge in evidence based instructional strategies, successful parent involvement strategies, knowledge in planning community-based instructional lessons ( e.g., situational instruction, like laundry, grocery shopping, tiger transit, restaurant etiquette etc.), knowledge in person centered planning, knowledge in record keeping, knowledge in developing strategies to collaborate with and coordinate peer mentors, knowledge in effective collaboration strategies, knowledge in providing accommodations and supports for students with intellectual disabilities, knowledge in lesson planning, knowledge in developing task-analyses, knowledge in professional writing.

#### Certification or Licensure Requirements

Class A teaching certificate in Collaborative Teacher Special Education.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, talking, hearing, .

Job occasionally requires sitting, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/9/2019

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